

# Frequently Asked Employment Questions\*

## **What protection does an employee have from termination by his or her employer?**

In general, an employer can discharge an employee for a good reason, bad reason, or no reason at all. An employee may challenge his/her discharge if it was based on discriminatory action specifically protected by statute. For example, an employer may not discriminate against an employee based on race, color, gender, religion, national origin, disability, protected union activity, age, or any other “protected category.” If an employee belongs to a union, he/she may have a contractual right to be discharged only for “just cause.” A union may challenge a discharge pursuant to the grievance/arbitration provision of the collective bargaining agreement.

## **Which agency do I contact if my employer has discriminated against me based on such factors as my race, age, religion, gender, national origin, or disability?**

The Equal Employment Opportunity Commission is a federal agency that investigates alleged discrimination based on “protected categories,” such as, race, color, religion, gender, national origin, pregnancy, disability, age of forty years and older, and sexual harassment.

Equal Employment Opportunity Commission  
Patrick V. McNamara Bldg.  
477 Michigan Ave., Rm. 865  
Detroit, MI 48226  
(313) 226-4610  
(800) 669-4000  
[info@eeoc.gov](mailto:info@eeoc.gov)

The Michigan Department of Civil Rights is a state agency, that investigates claims of discrimination based on race, color, religion, national origin, gender, age, marital status, height, weight, disability, arrest record, and other protected categories.

Detroit Executive Office/Service Center  
Michigan Department of Civil Rights  
3054 W. Grand Blvd., Ste. 3-600  
Detroit, MI 48202  
(313) 456-3700  
[www.michigan.gov/mdcr](http://www.michigan.gov/mdcr)  
Email: [MDCR-INFO@michigan.gov](mailto:MDCR-INFO@michigan.gov)

Lansing Executive Office  
Capitol Tower Bldg.  
110 W. Michigan Ave., Ste. 800  
Lansing, MI 48933  
(517) 335-3165

## **Which agency do I contact if I am having issues with my wages, overtime, or benefits?**

The Department of Licensing and Regulatory Affairs (LARA) Wage and Hour Division handles issues relating to the payment of wages and benefits, minimum wage, overtime, and prevailing wage.

Lansing Office  
Wage & Hour Division  
Michigan Department of Licensing,  
and Regulatory Affairs  
P.O. Box 30476  
Lansing, MI 48909-7976  
(517) 322-1825  
[www.michigan.gov/wagehour](http://www.michigan.gov/wagehour)  
[whinfo@michigan.gov](mailto:whinfo@michigan.gov)

Detroit Office  
Wage & Hour Division  
Michigan Department of Licensing,  
and Regulatory Affairs  
3026 W. Grand Blvd., Ste. 2-450  
Detroit, MI 48202  
(313) 456-4906

## **Which agency do I contact if I have an issue related to minimum wage, prevailing wage, overtime, break time, hours of work, polygraphs, or the Family and Medical Leave Act?**

The U.S. Department of Labor, Employment Standards Administration, Wage and Hour Division administers federal laws related to minimum wage, prevailing wage, overtime, break time, hours of work, polygraphs, and the Family and Medical Leave Act. The U.S. Department of Labor, Wage and Hour Division maintains offices in Detroit and Grand Rapids.

Detroit District Office

U.S. Dept. of Labor  
ESA Wage & Hour Division  
211 W. Fort St., Rm. 517  
Detro MIit, 48226-3237  
(313) 226-7447  
[www.dol.gov/esa/whd](http://www.dol.gov/esa/whd)

Grand Rapids Office

U.S. Dept. of Labor  
ESA Wage & Hour Division  
800 Monroe Ave., NW, Ste. 315  
Grand Rapids, MI 49503-1451  
(616) 456-2004  
(866) 487-9243

**Which agency do I contact if I want to file for unemployment insurance?**

Persons wishing to file for unemployment insurance may contact the Unemployment Insurance Agency. To file by phone, call (866) 500-0017. Employers wishing to contact the UIA may call (800) 638-3994. The UIA's web address is [www.michigan.gov/uia](http://www.michigan.gov/uia).

**Which agency do I contact if I have issues relating to workplace safety or workplace injuries?**

The Occupational Safety and Health Administration (OSHA), is a federal agency that regulates workplace safety and health issues in the private sector. The OSHA assists employees outside of Michigan in states that do not have a state health and safety program. The Michigan Occupational Safety and Health Administration (MIOSHA), a DELEG agency, regulates safety and health issues in Michigan workplaces, as well as issues concerning construction.

OSHA's Michigan Office:

U.S. Department of Labor  
Occupational Safety & Health Admin.  
315 W. Allegan, Ste. 207  
Lansing, MI 48933  
(517) 487-4996  
(517) 487-4997 (Fax)  
[www.osha.gov](http://www.osha.gov)

MIOSHA

Michigan Dept. Licensing and Regulatory Affairs  
Michigan Occupational Safety & Health Admin.  
P.O. Box 30643  
Lansing, MI 48909  
(517) 322-1814  
(800) 866-4674  
[www.michigan.gov/miosha](http://www.michigan.gov/miosha)  
Email: [mioshainfo@michigan.gov](mailto:mioshainfo@michigan.gov)

An individual injured while working should contact his or her employer. If the issue remains unresolved, the individual should contact LARA's Workers' Compensation Agency.

Mailing Address

Michigan Department of Licensing  
and Regulatory Affairs  
Workers' Compensation Agency  
P.O. Box 30016  
Lansing, MI 48909-8143  
(888) 396-5041  
[www.michigan.gov/wca](http://www.michigan.gov/wca)  
Email : [wcinfo@michigan.gov](mailto:wcinfo@michigan.gov)

Main Office Location

State Secondary Complex  
General Office Bldg.  
7150 Harris Dr.  
Dimondale, MI 48821  
(517) 636-4717  
(517) 636-4726 (Fax)

**Is there a law in Michigan that allows me to access and/or make copies of my personnel file?**

The Bullard-Plawecki Employee Right to Know Act (commonly referred to as the "Right to Know Act") is a law that permits most employees to review personnel records; provides criteria for the review; prescribes the information which may be contained in personnel records; and sets forth penalties for violations. For more information, see: <http://www.hr.msu.edu/documents/uwidepolproc/MichRTK.htm>

There is no state agency that enforces the Bullard-Plawecki Act; individuals should contact a private attorney for assistance.

**Referrals to private attorneys are available from the State Bar of Michigan - telephone number (800) 968-0738. Union members may wish to contact their union representative.**

## **Frequently Asked Questions About MERC/BER**

### **What is the Bureau of Employment Relations?**

The Bureau of Employment Relations (BER) is a state agency that provides administrative support to the Michigan Employment Relations Commission (MERC). BER conducts elections to determine if employees wish to be represented by a union and provides labor contract and grievance mediation. BER also maintains a panel of neutral decision makers to conduct compulsory arbitration proceedings for public safety personnel and fact finding proceedings for other public sector employees.

Administrative Law Judges, who are employees of the Michigan Administrative Hearings System conduct hearings for MERC. ALJs hear union representation matters for the Commission; they also issue recommended orders in unfair labor practice cases. Appeals of recommended orders are decided by MERC.

### **What is the Michigan Employment Relations Commission (MERC), and what laws does MERC administer?**

The Michigan Employment Relations Commission (MERC) is an independent body, charged with administering various laws governing labor-management relations. The Commission is comprised of three members – one of whom is the designated chair. The principal statute administered by MERC is the Public Employment Relations Act (PERA), which grants collective bargaining rights to public employees and defines employer and union unfair labor practices. MERC also administers the Labor Mediation Act -- a law governing labor relations for private sector employers and employees not within the exclusive jurisdiction of the National Labor Relations Act. MERC has concurrent jurisdiction with the Federal Mediation and Conciliation Service over mediation functions in the private sector. Finally, MERC administers Act 312 of 1969, which provides for compulsory binding arbitration of labor disputes in municipal police and fire departments.

State and federal government employees are not within MERC's jurisdiction. State of Michigan employees are covered by state civil service laws and not by MERC, with the exception of the Michigan State Police, which are under MERC's jurisdiction for labor mediation and compulsory arbitration functions.

### **How may I contact the Bureau of Employment Relations and the Michigan Employment Relations Commission?**

#### Detroit Office

Cadillac Place  
3026 W. Grand Blvd., Ste. 2-750  
Detroit, MI 48202-2988  
(313) 456-3510  
(313) 456-3511 (Fax)

#### Lansing Office

611 W. Ottawa Street  
P.O. Box 30015  
Lansing, MI 48909  
(517) 373-3580  
(517) 335-9181 (Fax)

**[www.michigan.gov/merc](http://www.michigan.gov/merc)**

### **What is the National Labor Relations Board, and how do I contact that agency?**

The National Labor Relations Board is the federal agency that regulates collective bargaining relationships between most private sector employers and employees. The NLRB maintains two Michigan offices. Information Officers at the NLRB are generally available to assist members of the public. The NLRB's website, [www.nlr.gov](http://www.nlr.gov), provides a self-service automated system giving users immediate answers to many employment and labor-related questions. Much of this information is also applicable to the public sector.

Detroit Office

Patrick V. McNamara Bldg.  
477 Michigan Ave., Rm. 300  
Detroit, MI 48226-2569  
(313) 226-3200  
(313) 226-2090 (Fax)

Grand Rapids Office

Gerald Ford Federal Bldg.  
U.S. Court House, Rm. 299  
110 Michigan St., NW  
Grand Rapids, MI 49503-2363  
(616) 456-2679  
(616) 456-2596 (Fax)

The NLRB also has a toll free number (866) 667-NLRB.

**What is an unfair labor practice?**

An unfair labor practice is a violation of the Public Employment Relations Act or the Labor Relations and Mediation Act. An example of an unfair labor practice by an employer is discriminating against, discharging, or threatening an employee for engaging in union activity or for joining with at least one other employee to improve wages, hours, or other conditions of employment. An employee need not be a member of a union to engage in activity protected by these laws. Other examples of unfair labor practices include failure to bargain in good faith, assisting or dominating the formation or administration of a labor organization, or encouraging or discouraging union membership. A breach of a collective bargaining agreement, standing alone, is typically not an unfair labor practice. Also, the law does not prohibit an employer from disciplining, discharging, or taking other action against an employee for good cause.

PERA also sets forth unfair labor practices by unions. For example, it is an unfair labor practice for a union to fail to bargain in good faith with an employer; it is also unlawful for a union to restrain or coerce employees in the exercise of their union rights. Labor organizations have the right to prescribe their own membership rules, and PERA does not involve itself in internal union matters.

**What duty does a union owe toward its members?**

A union owes a duty of fair representation to its members, which means that it must not act arbitrarily, discriminatorily, or in bad faith. This standard has a very high threshold. A union has a duty to put the interests of the entire membership before any single member and has discretion to act within a wide range of reasonableness. As a result, a member does not have the right to demand that his/her union file a grievance on his/her behalf or to demand that the grievance be advanced to arbitration. Because the union's ultimate duty is toward the membership as a whole, a union may consider such factors as the burden on the grievance procedure, the cost of pursuing the grievance, its significance, and the likelihood of success in arbitration.

**What do I do if my employer or union has committed an unfair labor practice?**

If an employee believes that his/her employer or union has committed an unfair labor practice, he/she or the Union may file an unfair labor practice charge. Charge forms are available from BER upon request and are located on the MERC web site. A person or entity alleging an unfair labor practice is the “charging party,” and the employer and/or union against whom the charge is brought is the “respondent.” The statute of limitations requires that all unfair labor practice charges be filed and served by the Charging Party on the opposing party(ies) within six months of the date they occurred, or they will be dismissed. The charge must include the names of the parties involved, the section of the statute allegedly violated, the dates of all relevant events, and all other important facts. The original written charge must be filed with MERC, along with four copies. The charging party must also serve the unfair labor practice charge on the opposing parties. The case will be assigned to an Administrative Law Judge (ALJ) of the Michigan Administrative Hearings System, who will set the date for hearing and will notify the parties.

### **What occurs at an unfair labor practice hearing?**

MERC does not investigate unfair labor practice charges. Thus, a party who files an unfair labor practice charge may wish to hire an attorney for representation. A charging party may represent him/herself at the hearing. Hearings are conducted in accordance with the procedures set forth in the General Rules and Regulations of the Michigan Employment Relations Commission and the Michigan Administrative Procedures Act. The procedural rules are posted on MERC’s website, [www.michigan.gov/merc](http://www.michigan.gov/merc). A statutes and rules booklet is available for purchase from MERC for a nominal cost.

The hearing will be held in Detroit or Lansing. The charging party should bring all relevant documents to support his/her claim, along with a copy of each document for the ALJ, the court reporter, the respondent(s), and for witnesses who testify. Both parties will have an opportunity to call and cross-examine witnesses. If a charging party wishes to call a witness, he/she may request a subpoena from the ALJ prior to the hearing. A court reporter will transcribe the hearing, and transcripts may be purchased. After the hearing, the parties usually have the opportunity to submit supporting briefs. The ALJ will issue a “Decision and Recommended Order” based upon the hearing testimony, exhibits, and any briefs.

### **What if I wish to appeal the ALJ’s decision?**

If a party does not agree with the ALJ’s Decision and Recommended Order, he/she may file an appeal, known as exceptions, with the Commission. The exceptions must be received by the Commission within twenty days of the ALJ’s Decision and Recommended Order, or the Order will be automatically adopted by the Commission. If a party chooses to file exceptions, he/she must file an original and four copies of the exceptions and two copies of the exhibits entered into the record at the hearing. A brief in support of the decision may also be filed. A party filing exceptions must also serve all documents filed upon the opposing party. The exceptions must contain specific references to the ALJ’s Decision alleged to be erroneous. The opposing party may then file a response to the exceptions and a brief in support of its response. The Commission will issue a Decision and Order in the matter. If a party wishes to appeal the Commission’s decision, he/she may file an appeal with the Michigan Court of Appeals and, ultimately, with the Michigan Supreme Court if leave is granted.

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